VIRGINIA DEPARTMENT OF EDUCATION

21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC) GRANT PROGRAM

TITLE IV, PART B, OF THE *ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965* (ESEA)
AS AMENDED

ADMINISTRATIVE HANDBOOK

Virginia
21st Century
Community
Learning Centers

Soaring Beyond Expectations

Office of Program Administration and Accountability
P.O. Box 2120
Richmond, Virginia 23218-2120

Revised September 2017

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I. Department of Education 21st CCLC Staff

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II. Grant Administration and Timeline

A.   Funding Period and Continuation Funding

- Virginia's 21st CCLC grant is a three-year grant.
- The initial award period is for one year.
- Grantees are required to submit an annual continuation application for second- and third-year awards contingent upon the Virginia Department of Education (VDOE) determination that:
      1) grantee has made substantial progress toward meeting the objectives set forth in the approved application;
      2) federal funds are available; and
      3) operation of the grant program continues as submitted in the approved application.
- Grant funds for recipients may be reduced under the following circumstances:
  - Failure to serve the average weekly attendance (AWA) of students based on the numbers reported in the **continuation application (***may result in a proportionate reduction in the subsequent years' grant awards*); and
  - Not expending and claiming 85 percent of grant award funds by May 30 of each year (*may be subject to a reduction in subsequent years' grant awards of the unclaimed balance above 15 percent of the award*).
    - Exception to the Reduction form can be submitted annually by June 15.
    - Form is located at the following link by expanding the Grantee Information menu and clicking the Financial Information tab: http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

B.   Timeline of Activities

VIRGINIA'S 21st CCLC PROGRAM YEAR TIMELINE OF ACTIVITIES		
PROGRAMMING ACTIVITIES	**TIMEFRAME/ FREQUENCY**	**NOTES**
Request for Proposals (RFP)	February - April	Grant competition for new program applications
Begin Program Implementation	August/September	Begin program within 30 days of award notification or 30 days from start of school year (whichever is later)
Monitor Average Daily Attendance (ADA) and Average Weekly Attendance (AWA)	Monthly	Recruit/retain students to maintain ADA/AWA outlined in original/continuation application
Submit Reimbursements for Program Operation	*At Least* Quarterly	Submit reimbursements in order to spend 85% of funds by May 30
Monitor the Implementation of Parent/Family Activities	Monthly	Plan/implement parent/family programs and activities as outlined in original/continuation application
Conduct Regular Staff Meetings	*At Least* Quarterly	As outlined in original/continuation application
Conduct Regular Partnership Meetings	*At Least* Twice a Year	As outlined in original/continuation application
Conduct Fire/Safety Drills at School and Regular Off Site Locations during Program Hours	Once Per Semester	• Fire/safety drills can be formal (following all guidelines for a school fire drill) or informal (practice the drill without alarms or notifying emergency workers) • Documentation of the drill must be maintained
Mid-year Program Evaluation	January	Grantees will evaluate the effectiveness of their program using the **Program Quality Self-Assessment Tool (PQSA),** the monitoring protocol document, assessment data, etc.
Continuation Application	February - March	• Continuation application webinar • Current grantees submit continuation applications
Pre-monitoring	November	• Monitoring visits conducted by outside consultants contracted by VDOE • Selected new grantees and grantees with State Guided Plans
Monitoring	February - June	• Monitoring visits conducted by outside consultants contracted by VDOE • All first year grantees, all non-LEA grantees in their second year, and second and third year grantees with findings from the previous year will be monitored

REPORTING ACTIVITIES	OPENING DATE	CLOSING DATE	NOTES
U. S. Department of Education (USED) Annual Performance Report – **21APR**	May	November	• Facilitated by USED • Data are used to report to Congress
SSWS (Single Sign-on for Web Systems) **Student Attendance Data Collection Survey**	September	November	• Accessed through SSWS • Student participant data
Program Quality Self-Assessment Tool (**PQSA**)	January	February	Facilitated by the Center for Research in Education Policy at the University of Memphis (CREP) to help grantees evaluate program effectiveness

REPORTING ACTIVITIES	OPENING DATE	CLOSING DATE	NOTES
Teacher Survey	April	June	Facilitated by the CREP to evaluate teacher perception of the program
Student Survey	April	June	Facilitated by CREP to evaluate student perception of the program
Annual Local Evaluation Report Template (**ALERT**)	May	July	Facilitated by CREP

PROFESSIONAL DEVELOPMENT	TIMEFRAME	NOTES
Coordinators' Academy (Fall)	September	Program management and training for new grant recipients, new coordinators, and grantees who are operating under state guided plans
Virginia Partnership for Out-of-School Time (VPOST) Conference	September	VPOST is a state organization dedicated to providing support to afterschool programs
Annual Institute (Spring)	March	Institute for all operating 21st CCLC programs in Virginia
21st Century Community Learning Centers Summer Institute	July	National conference

III. Fiscal Guidance

- Grant funds must be used in a manner consistent with all state and federal regulations, requirements, and guidance.
- The following links provide references to the federal regulations and cost principles that must be followed when administering the grant:
  - o Education Department General Administrative Regulation (EDGAR): http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html
  - o 2 CFR, Part 220 (formerly OMB Circular A-21) Cost Principals for Educational Institutions: http://www.whitehouse.gov/omb/circulars
  - o 2 CFR, Part 225 (formerly OMB Circular A-87) Cost Principles for State, Local and Tribal Governments: http://www.whitehouse.gov/omb/circulars
  - o 2 CFR, Part 230 (formerly OMB Circular A-122) Cost Principals for Non-Profit Organizations: http://www.whitehouse.gov/omb/circulars
- Recipients must obtain an annual audit. Grant recipients not subject to the provisions of the *Single Audit Act of 1984* with amendment in 1996 (non-federal entities that expend less than $500,000 of federal awards in a year), must obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, and Compliance Supplement March 2006 at the following link: https://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a133_compliance/06/compliance_supplement_march2006.pdf

A.   Allowable Costs

- Federal cost principles provide guidance on allowable costs (referenced above).
- In order to be allowable for reimbursement, all costs must be necessary and reasonable to achieve program goals and objectives.

- o A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
  - o When determining if a cost is reasonable and necessary, consider the following questions:
    - ▪ Are costs normal and necessary to the operation of the agency or to the performance of the grant?
    - ▪ Are restraints and requirements imposed by such factors as sound business practices, laws and regulations, and terms and conditions of the program?
    - ▪ Are market prices considered for comparable goods and services?
    - ▪ Did the individuals involved act with prudence considering their responsibilities to the agency, the public at large, and the granting agency?
    - ▪ Will the cost will be incurred in accordance with the agency's established procurement policy?
    - ▪ Is the expense necessary to administer the program?
    - ▪ Have the individuals involved acted with prudence considering their responsibilities to the agency, the public at large, and the granting agency?
    - ▪ Will the cost be incurred in accordance with the agency's established procurement policy?
    - ▪ Is this cost targeted to valid programmatic and administrative considerations?
    - ▪ Does the program have the sustainable capacity to use what is being purchased for the program?
    - ▪ If the expense was noted in a newspaper "Headlines," would managers of the program be comfortable or embarrassed?
- The following guidance should be considered when developing an approvable budget and planning field trips and parental engagement or enrichment activities.
  1. Use of 21st CCLC funds for food costs* are allowable **ONLY** for the following:
     - o Light snacks or refreshments for staff meetings or trainings lasting more than two hours;
     - o Parent meetings or parental involvement activities;
     - o Instructional programs (when food is considered as part of an approved program and costs are reasonable and necessary to support the objectives of the program, i.e. cooking class); and
     - o Overnight field trips.
       Note: Regarding reimbursement for food, schools must have on record an agenda and sign-in sheet for reimbursement.
  2. Parental engagement and family literacy play an integral role and programs should:
     - o Offer families of participating students educational and personal development opportunities, particularly in the area of literacy;
     - o Sponsor opportunities that are different and more frequent than have been traditionally offered by the regular school day program;
     - o Include engagement strategies such as outreach, education programs, lectures, and those strategies that strengthen parents as partners in education; and
     - o Require *ongoing and sustained participation* by the adult family members in order to achieve the acquisition of knowledge or a skill that is meant to be imparted through participation in the service or activity.
       - ▪ Examples that conform to these requirements are the following:
         - ➢ GED classes
         - ➢ Developing a resume and interview skills
         - ➢ Programming series on effective parenting strategies
       - ▪ Examples that are likely not to conform are episodic, non-recurring, or special events and may still be held, but 21st CCLC funds cannot be used and the hours will not count in parent programming hours.
         - ➢ Open house for the parents of children attending the center that involves a meal and social activities
         - ➢ Student performance showcase
         - ➢ End-of-the-year celebration event
         - ➢ Field trips

3. Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives.
   o Trips that are non-educational and not related directly to student learning or program objectives are unallowable under federal regulations pertaining to 21st CCLC funds. *If trips of this nature are planned, funds must be local or from an outside sponsor.*
   o All field trips must be pre-approved by the VDOE prior to any expenditure related to the trip.
   o A Field Trip Request form must be submitted to the VDOE as soon as field trips are planned but **no later than 30 calendar days prior to a proposed field trip**.
   o A Field Trip Request form can be found by expanding the Grantee Information menu and clicking on the Forms tab at the following link: http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml.
   o Examples of unacceptable trips are the following:
     ▪ Farm outing for corn maze, haunted barn, pumpkins, hayrides;
     ▪ Roller or ice skating;
     ▪ Christmas lights show;
     ▪ Bowling;
     ▪ Sporting events;
     ▪ Beach trips; and
     ▪ Amusement, water, and theme parks (Busch Gardens, Kings Dominion, Dollywood, etc.).
4. Unallowable expenditures include:
   o Structures of any kind (pergola, gazebo, fencing, playground equipment, etc.);
   o Bounce house rentals;
   o Play structures (for use indoor or out);
   o Cash or debit card incentives or rewards;
   o *Building-wide* license for remediation software or Wi-Fi;
   o Copiers, printers, computer carts, computers, etc. that are available for use by the *entire* school and not limited to 21st CCLC staff and students;
   o Subscriptions and memberships in organizations for individuals;
   o Advertising;
   o Maintenance cost of vehicle purchased with other funds;
   o Non-project related equipment or expenses;
   o Medical, dental, or clothing costs;
   o Building, repairing, or remodeling of facilities where the program or activity is conducted;
   o Meals/snacks for students during the 'regular' before or afterschool programs, summer school, or field trips;
   o Entertainment (amusement, social activities); and
   o Expenditures that supplant rather than supplement services or activities.
5. Recreational and enrichment activities are allowable if directly related to a program objective.
   o Off-site activities require a 21st CCLC Field Trip Request form before any expenditure of funds (does not replace required local forms);
   o Plans should include documentation of goals and objectives to be addressed, as well as pre- or post-trip activities that students can complete as evidence of objective achievement; and
   o Activities cannot be approved if only for entertainment purposes.

B.   Budget Transfer Requests and Requests for Reimbursement

- The fiscal agent for a grant should submit budget transfer requests and reimbursements via the VDOE's Online Management of Education Grant Awards (OMEGA) system.
    - o OMEGA forms to establish users, with instructions, a detailed User's Guide, and access to online training opportunities are available at the following link: https://p1pe.doe.virginia.gov/ssws/login.page.do. Click on "SSWS Instructions" in the upper right hand corner to open a PDF file containing a SSWS access guide.
    - o The OMEGA Users Guide is located by logging into the VDOE's SSWS at https://p1pe.doe.virginia.gov/ssws/login.page.do, clicking on the application Online Management of Education Grant Awards-OMEGA, then clicking on the "Help" link in the upper right hand corner, then click on the User's Guide (PDF).

1. Reimbursements and Budget Transfers

- An **approved application,** properly signed and funded, constitutes a contractual agreement between the grantee and the VDOE.
- In order to assure compliance with such an agreement in regards to the reimbursement of funds, the following conditions are outlined:
    - o Date recorded on the Notification of Grant Award (NGA) form becomes the beginning date for the budget period during which funds can be obligated.
    - o Project expenditures must be obligated during the budget period. *Any expenditure obligated after the designated budget period (including the carryover period) cannot be reimbursed.*
- Reimbursements
    - o In accordance with federal and/or state audit guidelines, reimbursement support documents must be maintained for five years by the grantee serving as fiscal agent (local school division, local government agency, institution of higher education, community- or faith-based organization, or for-profit organization) to substantiate payments for which reimbursement is claimed.
    - o Claims must be based upon actual disbursements during the period for which the request is made.
    - o If an expenditure is inadvertently overlooked during the payment period, an additional reimbursement request must be made for that reimbursement period with an attached explanation.
    - o Requests must **reference the school that the request is intended** in the "comments" field of the request.
    - o **Do not** include multiple programs on the same reimbursement.
    - o Claims contained in the request must not have been claimed previously by the recipient.
    - o Costs for travel reimbursements should be submitted separately.
        - ▪ Meals must include the name of the activity, location, the cost for each meal per person up to the per diem amount and the names of the persons being reimbursed (e.g. reimburse for meals @ Coordinators' Academy, Williamsburg, coordinator, $11.03 lunch; $13.59 dinner).
        - ▪ Lodging must include the name of the activity, location, cost per night, date, and number of rooms if more than one (e.g., hotel rooms, 2 teachers, 1 site coordinator @ Coordinators' Academy, Roanoke, 3 rooms @ $130 excluding tax, 9/11-12/17).
    - o Food reimbursements in OMEGA must include description of items purchased, purpose/title of the event, date, and number of participants *(e.g., napkins, paper plates, chips for family literacy night, 5/12/17, Pine Elem. School-10 parents, 12 students, 4 staff).*

- Supply reimbursements must include the name of the activity and description of the supplies (e.g., after school program supplies–paint, erasers, paper, markers, index cards)
- Requests **must not cross the state fiscal year that runs from July 1 to June 30 of the following year**.
  - Monthly reimbursement requests are preferred; and
  - At a minimum, reimbursement requests must be submitted *at least* **on a quarterly basis**.
- Budget transfers
  - Budget transfer requests exceeding five percent of the grant award and any program changes must be approved by program staff at the VDOE <u>prior</u> to the proposed expenditure and subsequent request for reimbursement by submitting an Amendment Request form.
  - Amendment Request forms can found by expanding the Grantee Information menu and clicking on the Forms tab at the following link: http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml.
  - All OMEGA budget transfer requests must reference the school the request is intended in the comments field of the request.
- Equipment purchased with project funds must match those shown on the approved budget.
- Non-school division grantees serving as the fiscal agent must have an approved indirect cost rate in compliance with Education Department General Administrative Regulations (EDGAR) 34 C.F.R. §75.560 in order to claim reimbursement for indirect costs.
- Grant expenditures must be tracked using the Grant Balance Tracking Workbook found by expanding the Grantee Information menu and clicking on the Financial Information tab at the following link: http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml.

2. **Expenditure Accounts Descriptions and Object Code Definitions**
- Expenditure categories are for budgeting and recording expenditures of the agency for activities under its control.
- Contact the school division or partner school division budget/finance office, the state VDOE grant specialist, or refer to the appropriate federal act for clarification on the appropriate expenditures of funds.
- Definitions of the expenditure categories can be found in the appendices.
- Examples of expenditures and the correct object code for budgeting purposes:
  - **Object Code 3000** –
    - ANY catered food services (typically procured through a contract. Example: Panera Bread was contacted and a *contract* signed for Panera to provide on-site catering services for boxed lunches in which Panera delivered the meals/catered service.
    - Online subscriptions or site licenses that are handled through contracts. They may be one time purchases or renew on a revolving basis (monthly, annually, etc.).
  - **Object Code 4000** –
    - Food provided by the school division's food services department
  - **Object Code 5000** –
    - Conference registration and fees
    - Meals specifically related to travel expenses
  - **Object Code 6000** –
    - Food related materials and supplies (typically grocery store purchases of bottled water, snacks, etc.) Example: an on the spot purchase of a dozen bagels from Panera Bread
  - **Object Code 8000** –
    - Purchase of equipment in which an individual item exceeds $5000

3.   Travel Regulations
- Project coordinators must follow state regulations that govern travel in connection with federal grants.
- Travel and lodging expenses may only be reimbursed up to the state rate.
    - School divisions should also consult local travel policies for guidance on allowable costs.
    - Some school divisions may have lower established rates for travel than the state guidelines.
    - State travel regulations can be accessed at the following link: http://www.doe.virginia.gov/school_finance/travel/index.shtml. (The state mileage rate is now the current IRS rate.)
- Questions concerning out-of-state travel should be discussed with the assigned program specialist at VDOE.

IV. Documenting and Reporting for Program Accountability

A.   Maintaining Program Data

- Establishing electronic file folders or notebooks of information provides helpful access for accountability and monitoring purposes.
- Become familiar with the on-site monitoring protocol.
- Data requested during a monitoring visit should be easily accessible and collected during the year.
- The following information should be maintained throughout the grant period:
    - Attendance records or sign-in logs of those participating in events, activities, and all 21st CCLC meetings;
    - Student enrollment and attendance data;
    - Student progress/achievement data, including data sources, as cited in initial grant;
    - Outreach information, such as newsletters, flyers, letters, etc., showing related communication with various stakeholders;
    - Minutes of partner, co-applicant, team, and staff meetings;
    - Programming records which indicate types of academics, enrichment, and remedial services offered and related participation data;
    - Professional development plans and records of participation as directly relates to the 21st CCLC grant's programs and objectives according to the grant;
    - Transportation logs;
    - Employment, training, and payroll data;
    - System used for financial accountability between sites and business office, including a formal system of expenditures, receipts, and payroll;
    - Discussions of sustainability planning to indicate continuation of services when grant funding is no longer available; and
    - Time and Effort logs.

B.   Continuation Applications and Reporting Requirements

- The purpose of the continuation application is to ensure that grantees are:
    - Managing grant funds awarded;
    - Operating programs in compliance with regulatory requirements;
    - Making satisfactory progress towards meeting the goals and objectives stated in the original approved application; and

- o Progressing toward meeting Virginia's performance indicators for 21st CCLC grant programs.
- The information reported in the continuation application must reflect the information stated in the approved application, unless changed by amendments approved by the VDOE.
- The following are reporting requirements:
  - o USED Annual Performance Report;
  - o Annual Local Evaluation Report Template (ALERT);
  - o Single Sign-In for Web-based systems (SSWS) Student Data Collection Survey annual survey;
  - o Program Quality Self-Assessment for Continuous Improvement Planning Tool;
  - o Teacher Survey; and
  - o Student Survey.

C.   Time and Effort Logs

- An employee who is paid 100 percent by 21st CCLC funds must complete a semi-annual certification (once every six months) that attests to the employee working 100 percent for 21st CCLC funds.
  - o Form must be signed by the employee or their supervisor;
  - o Semi-annual certification must:
    - ▪ Be executed after the work has been completed;
    - ▪ Identify the cost objective (i.e., percent of time or full time equivalent (FTE) spent on grant funded activity);
    - ▪ State that the employee worked solely on activities related to a particular cost objective;
    - ▪ Specify the reporting period;
    - ▪ Be signed by the employee or a supervisor with first-hand knowledge of the work performed by the employee; and
    - ▪ Be dated.
  - o Scenarios of when a Time and Effort Log are required:
    - ▪ Division coordinator spends 100 percent of his/her time and effort working on the 21st CCLC grant.
    - ▪ Site coordinator or 21st CCLC instructor works on approved 21st CCLC grant funded projects and charges the amount of his/her time directly to the 21st CCLC grant. *This includes school-based employees.*
- Employees working for multiple programs in addition to 21st CCLC must maintain Time and Effort Logs/Personnel Activity Reports (PAR) documenting the amount of time spent on each program for the period covered by the log.
  - o Log must be prepared at least every month and signed by the employee.
  - o Log/PAR must:
    - ▪ Be executed after the work has been completed (projections of how an employee is expected to work or position descriptions are not sufficient);
    - ▪ Account for the total activity for which each employee is compensated, including part-time schedules or overtime (total activity means all of the time an employee works, not just the amount of time worked on a federal program);
    - ▪ Identify the program (i.e., grant in which activity was spent);
    - ▪ Specify the reporting period;
    - ▪ Be prepared at least monthly and coincide with one or more pay periods;
    - ▪ Be signed by the employee (unlike a semi-annual certification, a supervisor's signature alone is not sufficient); and
    - ▪ Be dated after the fact (when the work has been completed).

- o Scenarios of when a Time and Effort Log are required:
    - Division coordinator spends part of the time and effort working on the 21st CCLC grant and part on other federal, state, or local programs.
        - Coordinator must provide a signed PAR that accounts for the **actual** time and effort spent on each of the programs.
        - PAR should be completed at least monthly.
    - A site coordinator's work is on multiple grant-funded projects, including 21st CCLC
        - Site coordinator will charge the actual time worked on the 21st CCLC directly to the 21st CCLC grant.
        - Site coordinator must provide a signed PAR that accounts for the **actual** time and effort spent on all activities.
        - PAR should be completed at least monthly.
- Errors related to Time and Effort logs:
    - Failure to:
        - o Recognize that a change in position, duties, or funding may result in a change in time and effort reporting. (Open lines of communication between the fiscal, central program, and school building offices are critical.);
        - o Provide adequate training to staff that are responsible for completing, approving, and/or reconciling time and effort documentation;
        - o Reconcile semiannual certifications;
        - o Reconcile PARs at least quarterly;
        - o Report time according to the ratios budgeted without regard to how the individual actually worked;
        - o Ensure Time and Effort logs are **reviewed**, **signed, and dated** by appropriate staff within a reasonable time period **after** duties are performed for that time period; and
        - o Conduct independent reviews internally by an individual other than the employee/supervisor to ensure that necessary payroll adjustments are performed to reflect actual time worked.
    - Absence of:
        - o Accounting for a full day's schedule (only federal program time reported);
        - o Time and Effort records for employee(s) with supplemental contracts/stipends and extra hours; and
        - o Time and Effort records for employee(s) charged to federal awards received from other grants.
- Sample Time and Effort logs can be found by expanding the Grantee Information menu and clicking on the Forms tab at the following link:
  http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

V. Grant Modifications

A.   Procedures for Requesting Approval of Program Revisions

- The purpose of submitting an amendment request is to assure that the federal grant requirements are being followed, that the goals of a grant project are being implemented, and to inform the VDOE of program changes.
- Grantees may submit amendment requests during the first year of operation, but the requests cannot fundamentally change the intent of the program as written in the grant application.

- It is important that during the first year of program operation, grantees institute the program with fidelity as written.
- After the first year of operation, a grantee may make more significant changes if approved by the assigned state specialist and approved in the continuation application.

1. When to Submit an Amendment
- Change to the grant's scope of work is contemplated such as the following:
  - Major programming changes, changes in program hours, location changes, changes to employee pay or hours, adding new employees or jobs, addition or subtraction of work with co-applicant, or other major strategic or structural changes in approach.
  - Matching the approved grant to what is being implemented to avoid noncompliance.
- Budget change of **five percent** or more of the total grant award before the expenditure can occur (e.g., if the award is for $50,000, any single budget line change over $2,500 - five percent of the total).

  Note: Programs submitting an amendment to reduce the number of students or hours may result in reduced funding.

2.   Amendment Request Process
- Complete the Amendment Request form.
- Form can be found by expanding the Grantee Information menu and clicking on the Forms tab at the following link:
  http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml.
- If proposed changes to the program will require changes to the approved budget, include a description of proposed budget revisions. (see page 2 of Amendment Request form)
- Provide sufficient narrative to describe and justify the type of amendment being requested.
- Grant recipient must email the Amendment Request to his/her assigned VDOE staff member.
  - Narrative should include the purpose of the amendment and a description of the amended services or budget changes – i.e. changes in scope or objectives, changes in deliverables or work tasks and how these changes affect the original application; and
  - Budget change requires details on the increase/decrease and how the change affects the original application.
  - Staff will contact the grant coordinator if additional information is needed, before approving or denying the request.
- Grantees should avoid:
  - Expending, obligating dollars, or making program changes for which approval has not been granted, thus placing funding at risk of an audit exception;
  - Expending first and then receiving a 'post-dated' approval after the expenditure has already occurred. *If changes are anticipated, ask beforehand*; and
  - Making changes to the program before notifying VDOE and receiving written approval.
- Grantees may submit amended budgets throughout the fiscal year, as needed, with the exception that no amendments may be submitted between May 15 and July 1 of each fiscal year.

VI. Monitoring

A. Preparation for On-site Monitoring and Data Collection

- It is a goal of on-site monitoring to make the site visit a successful and positive experience.
- To prepare for the visit, the following areas are important.
  - Participate in VDOE monitoring sessions offered:
    - Coordinators' Technical Assistance Academy (fall);
    - Spring webinar in preparation for the visit; and
    - 21st CCLC Institute (spring).
  - Work with the monitoring consultant who will contact the grant coordinator directly to schedule a mutually agreed upon date and time for the visit;
  - Review the approved grant application and the on-site monitoring document carefully in preparing for the visit;
  - Use the on-site monitoring document as a checklist of items to gather and organize prior to the scheduled visit;
  - Complete the monitoring document information and collect information suggested in the "supporting documents" columns in advance;
  - Provide information in an organized manner to expedite the on-site process. (e.g., folders or links to documents);
  - Contact Michael.Courtney@doe.virginia.gov to clarify information on the monitoring form; and
  - Plan for a full day visit in order to:
    - Review the grant with the monitor and respond to all items in the on-site monitoring document; and
    - Allow the monitor to observe the program in progress during hours of service.

B. Pre-monitoring Technical Assistance Visits

- Pre-monitoring technical assistance visits help ensure that new grantees and grantees under a State-Guided Plan are implementing their programs as written in their applications.
- Specified grantees will receive one visit during the first semester from an assigned 21st CCLC monitor to ensure that they are preparing adequately for the monitoring visit during the second semester.

C. Grant Monitoring Document (GMD)

- Second and third year grantees that do not participate in an on-site monitoring are required to complete the Grantee Monitoring Document (GMD) to meet monitoring requirements.
- Grantees will access the GMD online from the University of Memphis Center for Research in Educational Policy (CREP) website.
- CREP will email the web link, username, and password on the date the survey opens.

VII. Additional Requirements

A.   <u>Program Hours</u>

- Grant recipients must serve the number of program hours stated in the original or continuation application.
- Any grantee receiving a monitoring visit that does not meet the required program hours in the application will receive a finding during the monitoring process.
- Student program hours include any time that students actively participate in activities that support the goals and objectives of the program, including, but not limited to, the following:
  - Academic or remediation activities;
  - Enrichment activities;
  - Clubs;
  - Field trips; and
  - Time outside regular program hours where students are actively learning or demonstrating knowledge gained during regular program hours such as during a student showcase.
- A student showcase, registration, or open house will not count toward parent hours.
- Parent program hours includes time that parents are actively participating in educational activities designed for adults such as the following:
  - GED classes;
  - Computer classes;
  - Job readiness workshops; and
  - Workshops to help children learn to be successful in school.

B.   <u>Data Requirements by USED, VDOE, and Evaluation Contractor at University of Memphis</u>

- USED's Annual Performance Report (**21APR**) data collection system
  - Grantees will provide data on the following topics: center description, program activities, staffing, student and family participation, and outcomes.
  - Data should be maintained and will be entered into the system during three administration windows:
    - Summer: May-June
    - Fall: June-July
    - Spring: August-November
- Annual Local Evaluation Report Template (**ALERT**) data
  - Uses the CREP survey system; and
  - Information used to complete Virginia's evaluation of the 21st CCLC program.
- 21st CCLC Annual **Student Attendance Survey** in SSWS
  - Grantees provide attendance information for any student that has participated; and
  - Information can only be entered by authorized school division personnel.
- Non-school division grantees must work with the school division in identifying a person in the division to enter information on the Program Quality Self-Assessment Tool (**PQSA**)
  - PQSA is designed to help grantee staff reflect about their program and determine if it is effectively meeting the goals and measurable objectives outlined in the grant.

- At least one survey should be completed by each of the following program stakeholders: program coordinator, site director, teacher, building administrator, parent and community partner.
  - **Teacher Survey**
    - One survey for each student attending the program 30 days or more must be completed and submitted by either a school day mathematics or English/reading teacher to determine improved student academic achievement and behavior.
  - **Student Survey**
    - Students complete a survey to evaluate their perceptions of the program.

C. <u>Attendance at Institutes, Academies, Conferences, and Webinars</u>

- Grantees are to attend conferences, workshops, and trainings designed to improve the quality of the 21st CCLC programs and to give technical assistance to the staff for continuous improvement.
- Recommended staff attending includes grant coordinators, site coordinators, principals, and teachers.
- Additional staff who want to attend should seek permission from the state specialist.
- Required conferences include:
  - Fall: 21st CCLC Coordinators' Technical Assistance Academy for new grant recipients, new coordinators, and grantees who are operating under state guided plans
  - Spring: 21st CCLC Professional Development Institute
    - Required for year 1 grantees
    - Highly recommended for years 2 and 3 grantees
- Allowable conferences that are optional include:
  - 21st CCLC summer institute sponsored by USED
  - Regional institutes held by USED
  - Virginia Partnership for Out-of-School Time (VPOST) Summit
  - Beyond School Hours
  - National After-School Association's (NAA) Annual Conference
  - Best Out-of-School Time (BOOST)
  - Center for Summer Learning National Conference
  - Afterschool for All Challenge Conference
  - The After-School Institute Eastern Regional Conference
- Grantees seeking to attend conferences beyond those listed above are required to seek prior written approval from the state specialist assigned to their program.
  - Requests must be submitted for approval at least 45 days prior to using grant funds and must contain a justification stating how the conference will be of benefit to the program.
  - In all cases, conferences, workshops, and trainings should be applicable to afterschool or parent engagement.
- Audio conferences and webinars hosted by VDOE are required and those hosted by USED are optional.

VIII. Resources

- Virginia's 21st CCLC Web page
  - http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

- U. S. Department of Education 21st CCLC Web page
  - http://www.ed.gov/programs/21stcclc/index.html

- U. S. Department of Education 21st CCLC Guidance
  - http://www.ed.gov/programs/21stcclc/guidance2003.doc

- U. S. Department of Education 21st CCLC Law (PL 107-110, Title IV-B)
  - http://www.ed.gov/policy/elsec/leg/esea02/pg55.html

- The Virginia Partnership for Out-of-School Time (VPOST) http://v-post.org/

- The Harvard Family Research Project http://www.hfrp.org/

- The Council of Chief State School Officers http://www.ccsso.org/

- National Institute for Out-of-School Time (NIOST) http://www.niost.org

- The SEDL National Center for Quality Afterschool http://www.sedl.org/afterschool/

- Charles Stewart Mott Foundation Afterschool Programs
  http://www.mott.org/ourissues/Afterschool.aspx

- The After School Institute http://www.afterschoolinstitute.org/

- The Afterschool Alliance http://www.afterschoolalliance.org/

- The School Age Care List (SAC-L) http://ecap.crc.uiuc.edu/listservs/sac-l.html

IX. Appendices

Virginia Department of Education
Office of Program Administration and Accountability
21st Century Community Learning Centers Grant
Field Trip Request Form

To ensure compliance with state and federal laws, policies, and regulations, the Virginia Department of Education (VDOE) requires all 21st CCLC program coordinators to request approval for any field trip supported by 21st CCLC funds.

- Form must be submitted electronically to the VDOE 21st CCLC no later than **30 calendar days** prior to a proposed field trip.
- 21st CCLC funds should not be expended for the trip prior to approval.
- VDOE 21st CCLC specialist will communicate via email with the requestor regarding questions or concerns and denial or approval status.

School Division/Grantee: Granderson City/Courtney ES	Name of Requestor/Title: Diane Jay, Site Coordinator Email: diane.jay@gcps.k12.va.us	Date of Request: 10/23/2017
Site/School: Virginia Elementary School	Date(s) of Field Trip: 12/2/2017	Field Trip Destination: Science Museum of VA Richmond, VA
Estimated number of student participants: 30	Estimated number of staff participants: 5	Estimated number of volunteer adult participants: 3
Grade level of participants: 6 – 8	Time of Departure: 8:00 am	Time of Return: 1:00 pm
Transportation provided by (check one):	☒ School Division ☐ Charter Bus	☐ Other:_____

Allowable Trips

Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives. Trips without clearly-demonstrated educational value are not allowable for 21st CCLC programs. Refer to page 6 of the VDOE 21st CCLC Administrative Handbook for guidance on allowable activities. The handbook is located at the 21st CCLC web site (http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml) under the Resources menu.

Trip Information

Describe the purpose of the activity and how it supports the grant's objectives.
Students will be going to the Virginia Science Museum for STEM camp where students will be exploring the how's and why's related to Leonardo da Vinci's engineering feats, and what drove him to be so far ahead of his time. Students will spend time thinking about the connections to current and potential innovations, as well as what roles they might play in future. They will learn that engineering innovation requires the understanding and application of STEM knowledge, as well as the creativity and the willingness to make mistakes in an effort to reach a final goal. This activity support s MO#3 of our grant which is to improve 21st CCLC participants' grades in the core academics.
Provide the Virginia Standards of Learning connected to this activity.
PS.10 The student will investigate and understand the scientific principles of work, force, and motion.
Describe the instructional activities that will occur prior to the field trip to prepare students for the experience.
Students will engage in a collaborative discussion on Leonardo di Vinci and what he invented as well as thought of. We will compare some of his artistic concepts to current day applications. For example, his drawing of a helicopter compared to today's helicopters.
Describe the activities that will occur following the field trip to augment the learning experience.
Students will create their own inventions after learning about inventors.

Itinerary
(Federal regulations prohibit 21st CCLC field trips that occur during regular school day hours.)

Date	Time	Activity
12/2/17	8:00 am	Depart school for museum
	8:20 am – 11:30 am	Tour museum
	11:30 am	lunch
	12:30	Depart museum and return to school

Itemized Budget
(Cost must be necessary, reasonable, and consistent with state and federal laws, policies, and regulations.)

Item (e.g., admission fees, transportation, staffing)	Cost
Admission Fee Students (30 X 13.50)	405.00
Admission Fee Adults (8 x 14.50)	116.00
Transportation Cost	1175.00
Staffing Cost (5 X 25 X 5)	625.00
Total	$2321.00

Comments
Lunch is being provided by our business partner.

To be completed by VDOE specialist:

☐ Approved   ☐ Not Approved   Date:

Specialist:

☐ Michael Courtney   ☐ Dawn Dill   ☐ Marsha Granderson

Amendment Request Form

Guidelines for Completing

Field	Definition
Amendment Number	the amendment number for the grant year
Center	the location of the 21st CCLC program
Cohort	the number assigned to the group of grantees the year the grant was awarded. The cohort number can be found on the 21st CCLC web site under the Grantee Information menu in the award list document.
Contact Person	the person responsible for writing and signing grant amendments
Grantee	the organization that was awarded the grant
Grant Year	the grant year the amendment is requesting to be changed

NOTE: Request forms must be signed and dated by the contact person in order to be approved by the specialist.

VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF INSTRUCTION
21st CENTURY COMMUNITY LEARNING CENTERS

AMENDMENT REQUEST

Grantee: _____	Center: _____	Grant Year 20_____ -20_____
Contact Person: _____	Cohort _____	Amendment No.: **1** ☐ **2** ☐ **3** ☐ **4** ☐
Phone No.: _____	Email: _____	Fax No.: _____
Coordinator's Name: _____	Email: _____	Phone No: _____

The Amendment Request form is used to modify the <u>last</u> approved application. Amendment Request form is used to request approval for changes to program design and adding or removing expenditures that are essential to program design not currently in the approved application. Requests must be submitted and approved by the Department of Education prior to the obligation or expenditure of funds and include adequate justification for the change(s).

    I. **PURPOSE OF AMENDMENT**

      Please indicate if this amendment is for the **Regular School Year Program**☐ or **Summer School Program** ☐

> Program Modifications
> ☐ Program: Hours or Objectives
> ☐ Program: Instructional Modification
> ☐ Program: Professional Development Modification
> ☐ Program : Modification which Changes the Budget
> ☐ Program : Combination of Above
> ☐ Other: _____

    II. **JUSTIFICATION**

      a. After indicating purpose of amendment above, provide a narrative of the proposed changes to the program design and/or budget and attach revised pages from program narrative as appropriate.

      b. After indicating purpose of amendment above, check all boxes that apply below and attach revised pages from budget summary as appropriate.

☐ 1000 Personal Services	☐ 5000 Other Charges
☐ 2000 Employee Benefits	☐ 6000 Materials and Supplies
☐ 3000 Purchased/Contracted Service	☐ 8000 Capital Outlay
☐ 4000 Internal Services	☐ Other _____

_____
21st Century Community Learning Centers Coordinator   Date
DO NOT WRITE BELOW THIS LINE

Approved by Specialist:	Award Number:
Date:	Payee Code:

VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF STUDENT ASSESSMENT & SCHOOL IMPROVEMENT
21st CENTURY COMMUNITY LEARNING CENTERS

REQUEST FOR AMENDED BUDGET

Amendment No.:   ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐

BUDGET CATEGORIES/ OBJECT CODES	**ORIGINAL AMOUNT** (Date of last approved budget)	**CHANGE IN AMOUNT** (+/-)	**REVISED AMOUNT**
Teachers/Other (1000)			
Admin/Clerical (1000)			
Employee Benefits (2000)			
Contractual, Evaluation, Professional Development (3000)			
Internal Services (4000)			
Travel (5000)			
Supplies (6000)			
Equipment (8000)			
Total (Direct Costs)			
Indirect Costs (5000) (Approved Rate)			
TOTAL (Direct Costs Plus Indirect Costs)			

If equipment is being added to the revised budget, please provide a <u>detailed</u> itemization of the equipment below and an <u>explanation</u> for its inclusion in the amended budget request:

Omega Object Codes and Definitions

The object codes and definitions can be found on the VDOE website at:
http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/omega-object-codes.pdf.

The following account categories are definitions of the major expenditure categories for budgeting and recording expenditures in OMEGA. The descriptions provided are examples only; the examples provided are not an exhaustive list. For further clarification on the proper expenditures of funds, contact your school division budget or finance office, the program office grant specialist in the VDOE, or refer to the appropriate federal act or grant program specifications.

> **1000 Personal Services**
> **2000 Employee Benefits**
> **3000 Purchased / Contracted Services**
> **4000 Internal Services**
> **5000 Other Charges**
> **6000 Materials and Supplies**
> **7000 Payment to Joint Operations** – not used for OMEGA applications or claims reporting
> **8000 Capital Outlay**
> **9000 Other Uses of Funds** – not used for OMEGA applications or claims reporting

1000   Personal Services

Includes all compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period. For the purposes of this document, the term "salaries" means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax-sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances.

2000   Employee Benefits

Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.
NOTE: Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year-end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year-end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

1) Allocation by percentage of payroll dollars
2) Allocation by Head Count
3) Direct to Program or Activity

3000   Purchased / Contractual Services
Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description. Allowable payments would be to individual or firms that are independent contractors and not employees of the grantee or sub-grantee organization. The word honorarium is sometimes used to characterize such payments; the term "fee" is preferred.

Food Purchases – Prepared meals, working meals, and/or catered services purchased through a vendor are included in this object code. Reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Examples for this object code include meals provided during day-long professional development sessions, or meals provided to support attendance at family engagement activities. Food purchased from catering services and restaurants such as Pizza Hut, Panera Bread, and Subway is included in this object code.

Transportation Services Public Carriers – Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intra-city transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

Transportation Services Private Carriers – Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non-sectarian schools. Include costs associated with transporting special education students in school board-owned vehicles to and from school.

Transportation Services by Contract – Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.

Purchase of Service from Other Governmental Entities – Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. Tuition payments to other local governments for a jointly operated center are not included here but are reported under "Payments to Joint Operations" (object code 7000).
Tuition Paid – Other Divisions In-State, Tuition Paid – Other Divisions Out-of-State, and Tuition Paid – Private Schools are included in this object code.

4000   Internal Services
Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intergovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management. These services are provided by internal services within the School District and possibly the county but not a vendor.

Food Purchases – Food purchased from the food services department of a school division or sub-grantee equivalent to support professional development or family engagement events is included in this object code. For example, internal expenses for school cafeterias to provide meals to support attendance at family engagement activities are included in this object code.

5000   Other Charges
Include expenditures that support the use of programs. Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, office phone charges, training, leases/rental, indirect cost, and other.

Food Purchases – Food Purchases under this object code is restricted to food purchases related to travel reimbursement for meals only (see Travel below). If the sub-recipient's internal travel policies conform to state travel regulations, reimbursement is allowable at per diem meals rates according to state travel regulations. If the sub-recipient's internal travel policies require reimbursement for the cost of each meal, reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Sub-recipients must elect either meals per diem or per meals costs as their internal travel policy.

Telecommunications – Include expenditures for recurring telecommunications services for the use of on-line computer technology (e.g., telephone/telecommunications line charges). Telephone charges for line service for Internet connectivity and the Electronic Classroom program.

Utilities – Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority or an enterprise fund operated by a local government.

Communications – Payments for postal, messenger, and telecommunications services, typically office voice telephone charges. (Telecommunication costs directly related to technology uses should be coded under 6000.) In addition, office telephone charges would be coded under this code.

Insurance – Payments for insurance except those that relate to personal services (i.e., hospitalization, group life, worker's compensation, unemployment)

Leases and Rentals – Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease-purchase agreement.

Travel – includes payments for travel reimbursement for staff/administrative/consultant travel. These are travel costs that are being reimbursed directly to travelers. These costs may include lodging, mileage, meals, and incidentals as allowable according to state travel regulations or documented sub-recipient internal travel policies. If the sub-recipient does not have documented internal travel policies, state travel regulations will prevail.

Contributions to Other Entities – Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3000) or payments to joint operations (which are reflected under object code 7000).

Public Assistance Payments – Payments to individuals for public assistance programs (general government use only).

Miscellaneous Other Charges – Includes expenditures that support the program, including indirect costs and other costs.

6000   Other Materials and Supplies – Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under $5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under $5,000 would be reported in "materials and supplies."

Food Purchases – Food items purchased from a grocery store or its equivalent for snacks or breaks is included in this object code. Examples include bottled water, granola bars, cookies, and fruit purchased from a store such as Wal-Mart, Food Lion, Costco, etc. Prepared meals is not included in this object code; see object code 3000 for prepared/working/catered meals as purchased/contracted services.

Vehicle and Powered Equipment Fuels – Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.

Vehicle and Powered Equipment Supplies – Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.

Textbooks – All textbooks and workbooks purchased to be used in the classroom.

Instructional Materials – Books (not textbooks) and other materials.

Technology Software/On-line Content – Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre-installed and included in hardware costs), application software, and on-line or downloadable software and content. Include expenditures for both additions and replacement.

Non-Capitalized Technology Hardware – Include expenditures for hardware or classroom technology equipment that is not capitalized.

Non-Capitalized Technology Infrastructure – Include expenditures for technology infrastructure that is not capitalized.

8000   Capital Outlay

Note: Indirect cost cannot be claimed against capital outlay and equipment.
Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

Capital Outlay Replacement:

Technology – Hardware Replacements – Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the "Special Note" below.)

Technology – Infrastructure Replacements – Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the "Special Note" below.)

Capital Outlay Additions – Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.

Technology – Hardware Additions – Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the "Special Note" below.)

Technology – Infrastructure Additions – Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the "Special Note" below.)

Special Note - Classification of Hardware and Infrastructure Expenditures:
Report expenditures under technology "hardware" for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc. Report other specialized computer devices under technology "hardware" such as fax-back and voice-mail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable-based receivers; and modem or codec-based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology "infrastructure" for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.